



Career Opportunity
Chief Deputy Clerk (Type II)
Clerk's Office
Vacancy Number ORD-21-08
Closing Date: July 30, 2021

THE POSITION

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Chief Deputy Clerk (Type II) with a duty station in Portland, Oregon. This position will be one of two Chief Deputy positions within the Clerk's Office until the current Chief Deputy assumes the Clerk of Court position on January 1, 2022. The Chief Deputy Clerk (Type II) is a senior-level manager reporting directly to the Clerk of Court. In the absence of the Clerk, the chief deputies assume all of the functions and responsibilities of the Clerk.

The incumbent is responsible for administration and supervision of the day-to-day operations of the Clerk's Office to ensure efficient court operations, including civil and criminal case administration, statistical reporting, human resources management, jury management, property and procurement management, information technology, budget and financial management, courthouse security, and facilities management. The incumbent is also responsible for developing, implementing, and refining office policies, procedures, and programs to enhance the productivity and efficiency of the Clerk's Office and the District Court; assisting in policy development, implementation, and monitoring; long range planning; and public relations.

Representative Duties: The incumbent performs a full range of high level functional duties and supervisory duties. Responsibilities of this position include, but are not limited to:

- Assists in providing leadership, management, and supervision for all operations of the Clerk's Office.
- Assists in overseeing the business of the Court, including the processing of civil and criminal cases, statistical reporting, case management, and alternative dispute resolution programs.
- Analyzes the overall flow of civil and criminal cases within the Court to ensure efficiency and data quality.
- Assists with the development, implementation, and enforcement of policies and practices involving data quality control, internal controls, human resources and training, emergency preparedness and disaster recovery, and media and public relations for the Court.
- Assists with managing the jury operations of the Court and makes recommendations to improve juror utilization.
- Assists with the formulation, implementation, monitoring, and modification of organizational policy and court rules.
- Interprets and applies the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy*.
- Assists with developing and executing strategic and long-range plans of the Clerk's Office and the Court.
- Conducts meetings with staff and attends management meetings.
- Assists with coordinating and providing subject matter expertise for judicial committees and judges' meetings.

- Interacts with the Administrative Office, Federal Judicial Center, the Office of the Circuit Executive, other federal courts, the bar, government agencies, and the public to resolve complex issues of practice and procedure.

QUALIFICATIONS

Minimum Qualifications: To meet the minimum qualifications, applicants must have a bachelor's degree from an accredited four-year college or university (preferably with a degree in public administration, business administration, social sciences, criminal justice, or a related field), plus a minimum of six years of experience; three years of general experience and three years of specialized experience as described below.

General Experience: Progressively responsible administrative, professional, technical, or other responsible work that provided an opportunity to gain: a) general knowledge of management practices and administrative processes, b) skill in dealing with others in person-to-person work relationships and, c) the ability to exercise mature judgment.

Specialized Experience: Progressively responsible experience in administrative, supervisory, managerial, or professional work, preferably in federal judicial administration or court operations.

A master's degree, relevant post-graduate certification, or Juris Doctor (J.D.) degree is desired. Some educational substitutions for experience may apply.

Additional Desired Qualifications: In addition to the minimum qualifications, successful applicants must demonstrate how their personal experience has enabled them to apply:

- Organizational leadership skills;
- Problem solving and conflict resolution abilities;
- Innovative solutions to facilitate organizational change;
- Performance based management; and
- Employee relation skills.

Other desired experience includes experience with the federal judicial system; management and staff training and evaluation; and a comprehensive understanding of Civil and Criminal CM/ECF, HRMIS, JMS, JIFMS/CCAM.

SALARY RANGE

This position is classified at JSP 14-16 (\$116,201 - \$183,300), depending on length, complexity, and relevance of experience; educational attainment; and current compensation. Relocation assistance may be available.

HOW TO APPLY

To apply, submit the following:

1. Letter of interest (cover letter) that addresses your qualifications, relevant experience, leadership style, and your efforts to build a culture of diversity and inclusion;
2. Chronological resume;
3. [Application For Judicial Branch Federal Employment](#); and
4. A list of 3 professional references.

Send electronically to hr2@ord.uscourts.gov in pdf form or mail to the address below. All documentation should be combined into one pdf. These items should arrive at the Court no later than 4:30 p.m. on July 30,

2021. Application forms are available on the Court's website at **www.ord.uscourts.gov** in fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Chief Deputy Clerk (Type II)
Office of the Clerk
Human Resources Division
United States District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

If selected for an interview, participation in the interview process will be at the candidate's own expense. The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at (503) 326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[ABOUT U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON](#)

[EMPLOYEE BENEFITS](#)

[CONDITIONS OF EMPLOYMENT](#)

The United States District Court for the District of Oregon is an Equal Opportunity Employer